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**Claims**

1. Apparatus for managing documents comprising:
  - a device for acquiring at least one image of a document
  - 5       • means for storing said at least one image and/or at least information extracted from image analysis
  - means for associating a label to said documents, said label comprising first information regarding the documents
  - 10       • means for retrieving at least part of said information of said label.characterized on that  
said label is an electronic label.
- 15       2. Apparatus for managing documents according to claim 1 characterized on that  
said electronic label is a transmitting and or receiving unit.
- 20       3. Apparatus for managing documents according to claim 1 or 2 characterized on that  
said electronic label is a RF tag.
- 25       4. Apparatus for managing documents according to one of the previous claims  
further comprising  
a box for containing at least one document.
- 30       5. Apparatus for managing documents according to claim 4  
further comprising  
an electronic label associated to said box.

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6. Apparatus for managing documents according to claim 4 characterized on that  
said electronic label associated to said box comprise second information regarding the box and the at least one document contained in said box.

7. Apparatus for managing documents according to one of the previos claims  
characterized on that  
said means for retring at least part of said information of said label comprises an electronical information reader and means for performing logical operation concerning said information.

8. Apparatus for managing documents according to one of the claims from 4 to 7  
characterized on that  
said box further comprising a memory for storing data

9. Apparatus for managing documents according to to one of the claims from 4 to 8  
further comprising  
means for searching and or retrieving document contents by querying information of the box memory

10. Apparatus for managing documents according to to one of the previos claims  
characterized on that  
said first information are box identifier and or box position

11. Apparatus for managing documents according to to one of the previos claims  
characterized on that

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said first information are box position

12. Apparatus for managing documents according to to one of the previous claims

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characterized on that

said information are number of documents contained in said box

13. Apparatus for managing documents according to to one of the previos claims 7,9 or 10

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characterized on that

said logical operation comprise:

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retrive first information from each document in order to have a first number associated to the count of the documents

retrive second information from the box regarding the number of documents conteined inside

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applied the difference between said first number and the number of documents retrived from the second information.

14. Method for managing documents comprising the steps of:

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- acquiring at least one image of a document

- storing said at least one image

- associating a label to a document, said label comprising first information regarding the documents

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- retriving at least part of said information of said label.

characterized on that

- said label is an electronic label.

15. Method for managing documents according to claim 13:

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further comprising the steps of:

- processing document extracting digital text
  - retrieving at least part of said information of said text corresponding to specified text
  - 5      • retrieving the label of all the document connected to said text
  - retrieving the box identifier and or position of all the boxes connected to said text
- 10      16. Method for managing documents according to claim 13:
- storing said at least one document in an enclosure
  - associating a label to the enclosure, said label having its physical characteristics connected to the integrity of enclosure
  - 15      • retrieving frequently in time at least part of said information of said label.
17. Method for managing documents according to claim 15:
- moving the enclosure in a storage area
  - 20      • checking with a receiving transmitting means the presence of new labels
  - updating a reference system for modification
- 25      18. Method for managing documents according to claim 15 or 16:
- processing document extracting digital text
  - storing said at least digital text in a memory located on the enclosure
- 30      19. Method for managing documents comprising the steps of:
- scanning an area with a emitter/receiver
  - storing information of ray orientation and received signal

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- elaborating the stored information associating a label to said digital text

characterized on that

a physical position map is generated for documents and or box.